

CHAPTER 1

GENERAL INFORMATION

A. PURPOSE

This Manual is a supplement to DoD 3200. 12-R-1 (reference (a)). In accordance with Chapter 2. section B. of reference (a) it establishes uniform procedures, codes, data elements, and formats for submitting descriptions of research and development work units to the DoD R&TWUIS. It provides instructions for completing DD Form 1498 "Research and Technology Work Unit Summary" (see Appendix E), and for the preparation of R&TWUIS summary data in machine-readable form (see Chapter 3). This Manual also establishes a Working Group representing the Defense Technical Information Center (DTIC) and the DoD Components that contribute the summaries comprising the R&T Work Unit Data Base (WUDB).

B. SCOPE

The provisions in this Manual are mandatory for reporting any work unit information required to be submitted by reference (a), and any work unit information submitted on an optional basis.

C. MAINTENANCE OF THE MANUAL

1. In addition to regular channels, participating agencies may propose modifications to the provisions of this Manual through their designated representatives in the WUIS Working Group.

2. Revisions to the Manual will be processed in accordance with DoD 5025. 1-M (reference (b)).

3. This Manual shall be reviewed annually by the WUIS Working Group.

D. RESPONSIBILITIES

1. The Defense Logistics Agency (DLA) exercises operational control over DTIC in its performance of assigned mission tasks related to the WUIS.

2. The DTIC shall:

a. Maintain and operate the system. This includes the following functions:

(1) Development and maintenance of computer subsystems and programs to service the. input and output requirements of the WUIS.

(2) Validation and processing of input data furnished by reporting agencies.

(3) Preparation of reports from the WUDB in accordance with requesters' specifications.

(4) Development, publication, and maintenance of detailed procedures for submitting input data to and requesting output products from the WUIS, including the maintenance of this Manual.

(5) Administration of system procedures to ensure uniformity in interpretation and compliance.

(6) Operation and maintenance of an on-line system to provide input, search, retrieval and display for WUIS data.

b. Appoint a representative from within DTIC to the WUIS Working Group and provide administrative support to the Working Group.

3. The National Security Agency/Central Security Service (NSA/CSS) maintains a file containing work unit summaries that must be withheld from DTIC because they are classified TOP SECRET or they deal with research and development (R&D) in electronic intelligence, communications intelligence, or communications security. These summaries shall be sent to the NSA/CSS, ATTN: T5112, Fort George Meade, Maryland 20755.

4. DoD Components shall:

a. Furnish a work unit summary for each work unit for which they are responsible in accordance with DoD 3200. 12-R-1 (reference (a)).

b. Submit work unit summaries to DTIC in an electronic or machine-readable medium: punched cards, card image magnetic tape, or via the Remote Terminal Input Subsystem (RTIS) of the Defense RDT&E On-Line System (DROLS).

c. Submit WUIS summaries to the Defense Technical Information Center (DTIC-T/WUIS), Cameron Station, Alexandria, Virginia 22314.

d. Submit modifications to summaries previously furnished whenever a change occurs.

e. Ensure the accuracy, completeness and timeliness of the data base.

f. Review at least within 1 year of the preceding report each summary describing an active unit for which Components are responsible and submit required modifications.

g. Name one member and an alternate to serve on the WUIS Working Group with the responsibility for representing the DoD Component concerned in developing, coordinating, and approving system procedures.

E. WUIS WORKING GROUP

1. Organization and Membership.

The WUIS Working Group serves as a coordinating body and a medium of communication among participating agencies. The Working Group meets periodically at the call of the chair.

a. The following DoD Components shall be represented by one member and an alternate:

- (1) Department of the Army.
- (2) Department of the Navy.
- (3) Department of the Air Force.
- (4) Defense Nuclear Agency.
- (5) Defense Communications Agency.
- (6) Defense Advanced Research Projects Agency.
- (7) National Security Agency/Central Security Service.
- (8) Defense Mapping Agency.
- (9) Defense Technical Information Center.

b. The following DoD Study Program Management offices shall be represented by one member and one alternate:

- (1) Headquarters U.S. Army.
- (2) Headquarters U.S. Air Force.
- (3) Headquarters U.S. Navy.
- (4) Headquarters U.S. Marine Corps.

c. The following shall be represented by an observer at each WUIS Working Group meeting:

- (1) office of the Under Secretary of Defense Research and Engineering.
- (2) Defense Logistics Agency.

2. Functions. As representatives of their respective DoD Components, the WUIS Working Group shall:

a. Cooperate in the continuing development and monitoring of the system with responsibility for assessing system performance and approving changes in system procedures.

b. Serve as a communications channel between DTIC and reporting activities to monitor and assess the currency, completeness, and accuracy of the WUIS, resolve mutual problems, and evaluate system modifications proposed by system participants.

c. Determine the need for and establish standing or ad hoc subgroups. Representatives to these subgroups shall be permanent WUIS Working Group members, or if appropriate, other members of their respective DoD Components who are more familiar with the specific task.